

NEW ORLEANS JAZZ CENTENNIAL CELEBRATION, INC.
Metairie, Louisiana

FINANCIAL STATEMENTS AND ACCOUNTANT'S REPORT

June 30, 2003

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 1-28-04

TABLE OF CONTENTS

	Page
1. Accountant's Compilation Report	2
2. Financial Statements	
Statement of Assets, Liabilities and Fund Balance.....	3
Statement of Revenues, Expenses and Changes in Fund Balance.....	4
3. Independent Accountant's Report on Applying Agreed-Upon Procedures.....	5
4. Louisiana Attestation Questionnaire.....	8

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December 3, 2003

To the Board of Directors
New Orleans Jazz Centennial Celebration, Inc.
Metairie, Louisiana

I have compiled, from information you provided, the annual sworn general purpose financial statements for the New Orleans Jazz Centennial Celebration, Inc. as of and for the year ended June 30, 2003, as required by Louisiana Revised Statute 24:513. The sworn annual general-purpose financial statements have been compiled in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of financial statements information that is the representation of management. I have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any other form of assurance on them.

Management has elected to omit substantially all of the disclosures required by generally accepted accounting principles. If the omitted disclosures were included in the financial statements, it might influence the user's conclusions about the Company's financial position and results of operations. Accordingly, these financial statements are not designed for those who are not informed about such matters.

Donna Marshall, CPA

Donna Marshall, CPA
Covington, Louisiana

New Orleans Jazz Centennial Celebration
Statement of Assets, Liabilities and Fund Balance
As of June 30, 2003

ASSETS

Current Assets

Checking/Savings	\$ 11,162.27
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Total Current Assets	<u>11,162.27</u>
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TOTAL ASSETS	<u><u>\$ 11,162.27</u></u>
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LIABILITIES & FUND BALANCE

Fund Balance

Total Fund Balance	<u>\$ 11,162.27</u>
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TOTAL LIABILITIES & FUND BALANCE	<u><u>\$ 11,162.27</u></u>
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New Orleans Jazz Centennial Celebration
Statement of Revenues, Expenses and Changes in Fund Balance
For the Fiscal Year Ended June 30, 2003

Revenues

CONTRIBUTIONS & GIFTS	\$ 22,200.00
EARNED INCOME	16,411.00
GRANTS	3,625.00
Total Revenues	<u>42,236.00</u>

Expenses

ACCOUNTING	1,785.00
ADVERTISING & PROMOTION	10,348.46
ARTIST FEES	22,681.00
BANK SERVICE FEES	22.00
ENTERTAINMENT	43.92
LICENSES & PERMITS	5.00
LODGING	150.00
MISCELLANEOUS	459.73
OFFICE	95.52
POSTAGE & DELIVERY	550.00
PRINTING & REPRODUCTION	2,774.05
PRODUCTION	100.00
PROFESSIONAL SERVICE FEES	18,185.95
RENT	2,065.00
RENT ON EQUIPMENT	635.55
SALARIES	13,011.25
SUPPLIES	284.55
PAYROLL TAXES	8,300.82
TECHNICAL SERVICE FEES	85.00
TELEPHONE	1,585.64
TRAVEL	660.00

Total Expense	<u>83,828.44</u>
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Change in Fund Balance	(41,592.44)
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Fund Balance - Beginning of Year	<u>52,754.71</u>
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Fund Balance - End of Year	<u><u>\$ 11,162.27</u></u>
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**Independent Accountant's Report
On Applying Agreed-Upon Procedures**

To the Board of Directors
New Orleans Jazz Centennial Celebration, Inc.
Metairie, Louisiana

I have performed the procedures included in the Louisiana Government Audit Guide and enumerated below, which were agreed to by the Management of New Orleans Jazz Centennial Celebration, Inc. and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about New Orleans Jazz Centennial Celebration, Inc.'s compliance with certain laws and regulations during the year ending June 30, 2003 included in the accompanying Louisiana Attestation Questionnaire. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, I make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Federal, State and Local Awards

1. Determine the amount of Federal, state and local award expenditures for the fiscal year, by grant and grant year.

Grant/Grant Year	Program	Amount
La. Stadium & Exposition District	Walk of Fame	26,138.25
La. Stadium & Exposition District	Grammy Hall of Fame	28,883.45
Jefferson Decentralized 2002	Children's Castle	0.00
New Orleans Jazz & Heritage	Informances	<u>0.00</u>
Total Grant Expenditures		<u>55,021.70</u>

2. For each federal, state and local award, randomly select six disbursements from each award administered during the period under examination, provided that no more than 30 disbursements in total will be selected, and:

- a) trace the disbursements to the supporting documentation as to proper amount and payee;

I examined supporting documentation for each of the disbursements and found that payment was for the proper amount and made to the correct payee with the following exception:

Check #2002 for salaries was not supported by documentation noting time spent on specific programs or administrative duties.

- b) determine if the disbursements were properly coded to the correct fund and general ledger account;

I examined the selected disbursements and found all were properly coded to the correct general ledger account with the following exception:

Check #1082 to Multimedia Corp for \$1,000.00 was not coded to an expense account.

- c) determine if the disbursements received approval from proper authorities;

Consistent with prior years, Jason Patterson, Program Director, has been the only employee of the New Orleans Jazz Centennial Celebration, Inc. with check-signing authority. Accordingly, he made all disbursements without approval from any other individual.

- d) For federal awards, determine whether the disbursements comply with the applicable specific program compliance requirements summarized in the Compliance Supplement (or contained in the grant agreement, if the program is not included in the Compliance Supplement) and for state and local awards, determine whether the disbursements comply with the grant agreement relating to activities allowed or unallowed, eligibility, and reporting;

I reviewed all grant agreements for program requirements. Based on the information in the grant agreements, all requirements were met.

- 3. For the programs selected for testing in item (2) that have been closed out during the period under review, compare the close-out report, when required, with the entity's financial records to determine whether the amounts agree.

I reviewed the programs that have been closed out, and examined the close-out report, where required. No discrepancies were found.

Meetings

- 4. Examine evidence indicating that agendas for meetings recorded in the minute book were posted as an open meeting as required by LSA-RS 42:1 through 42:12 (the open meetings law).

I examined supporting documentation noting that an advertisement was placed in the local newspaper giving notice of the upcoming Board of Director's meeting.

Comprehensive Budget

5. For all grants exceeding five thousand dollars, determine that each applicable federal, state, or local grantor agency/agencies was provided with a comprehensive budget of those grants that included the purpose and duration, and for state grants included specific goals and objectives and measures of performance.

There were no grants awarded during this fiscal year that exceeded \$5,000.

Prior Comments and Recommendations

6. Review any prior year suggestions, recommendations, and/or comments and indicate the extent to which such matters have been resolved.

There were no prior year recommendations.

I was not engaged to, and did not perform an examination, the objective of which would be the expression of any opinion on management's assertions. Accordingly, I do not express such an opinion. Had I performed additional procedures, other matters might have come to my attention that would have been reported to you.

This report is intended solely for the use of management of New Orleans Jazz Centennial Celebration, Inc. and the Legislative Auditor, State of Louisiana, and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. However, this report is a matter of public record and its distribution is not limited.

Donna Marshall, CPA

Donna Marshall, CPA

December 3, 2003

LOUISIANA ATTESTATION QUESTIONNAIRE
(For Attestation Engagements of Quasi-public Entities)
December 3, 2003

Donna Marshall CPA, LLC

In connection with your compilation of our financial statements as of June 30, 2003 and for the year then ended, and as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you. We accept full responsibility for our compliance with the following laws and regulation and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations.

These representations are based on the information available to us as of December 3, 2003.

Federal, State, and Local Awards

We have detailed for you the amount of Federal, state and local award expenditures for the fiscal year, by grant and grant year.

Yes ☒ No ☐

All transactions relating to federal, state, and local grants have been properly recorded within our accounting records and reported to the appropriate state, federal, and grantor officials.

Yes ☒ No ☐

The reports filed with federal, state, and local agencies are properly supported by books of original entry and supporting documentation.

Yes ☒ No ☐

We have complied with all applicable specific requirements of all federal, state, and local programs we administer, to include matters contained in the Compliance Supplement, matters contained in the grant awards, eligibility requirements, activities allowed and unallowed, and reporting and budget requirements.

Yes ☒ No ☐

Open Meetings

Our meetings, as they relate to public funds, have been posted as an open meeting as required by LSA-RS 42:1 through 42:12 (the open meetings law).

Yes ☒ No ☐

Budget

For each federal, state, and local grant we have filed with the appropriate grantor agency a comprehensive budget for those grants that included the purpose and duration, and for state grants included specific goals and objectives and measures of performance

Yes ☒ No ☐

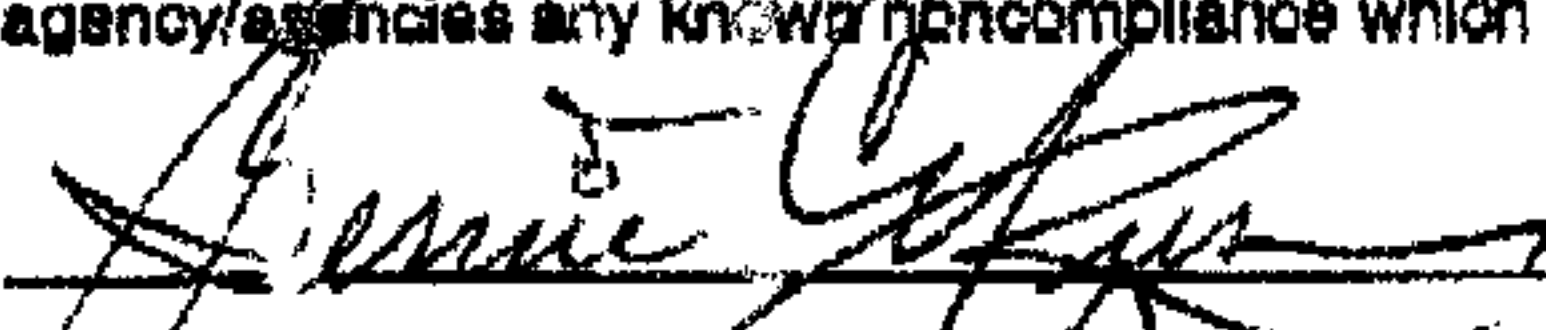
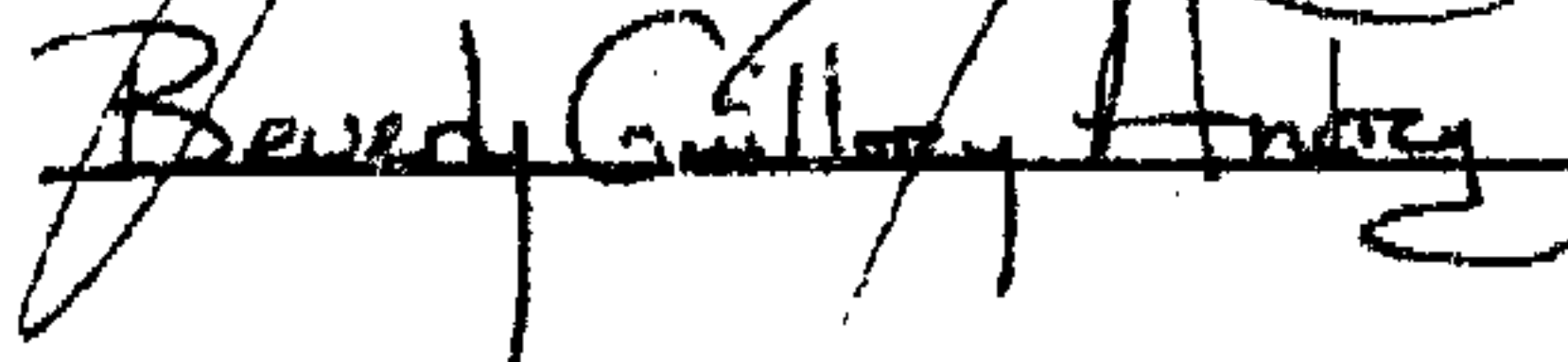
Prior Year Comments

We have resolved all prior-year recommendations and/or comments.

Yes ☒ No ☐

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the federal, state, and local grants, to include the applicable laws and regulations.

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We will also disclose to you, the Legislative Auditor, and the applicable state grantor agency/agencies any known noncompliance which may occur up to the date of your report.

 Secretary/Treasurer Date 12/29/03
 President Date Dec. 17, 2003

Donna Marshall C.P.A., L.L.C.

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Board of Directors
New Orleans Jazz Centennial Celebration
Metairie, Louisiana

In planning and performing the agreed-upon procedures for **NEW ORLEANS JAZZ CENTENNIAL CELEBRATION** (“the Organization”) for the fiscal year ended June 30, 2003, I noted certain matters involving internal control and its operation that I consider to be reportable conditions under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to my attention relating to significant deficiencies in the design or operation of internal control that, in my judgment, could adversely affect the Organization’s ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements.

Accounting Issues

Allocation of Salaries

Employees of non-profit organizations usually devote time at work to several programs, administrative duties, fundraising efforts, etc. We noted that the Organization is not currently tracking employee’s time spent by functional area. In order to properly allocate which portion of their time was spent on program work and to have supporting documentation for amounts reported to grantor agencies, we recommend keeping daily logs of time spent for each activity, or, if not feasible, allocate weekly time by activity.

Filing

During our field work, we noted several instances where checks, invoices, or other documentation could not be located quickly and/or easily. As most grants require final reports detailing the expenses for each program, we recommend that all expenses associated with each program be kept together in a file for easy access. All supporting documents for non-program expenses should also be filed in the same area for future reference.

Bank Reconciliations

We noted that the bank balances on Quicken were not equal to the balances maintained in the check registers for each account. The accounts should be reconciled within the program to ensure that all accounting data is being captured and reported.

A material weakness is a reportable condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that errors or fraud in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions.

My consideration of internal control would not necessarily disclose all matters in internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses as defined above. However, none of the reportable conditions described above is believed to be a material weakness.

This report is intended solely for the information and use of the Board of Directors, Management, and others within the organization and federal or other awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Donna Marshall, CPA

Donna Marshall CPA, LLC